

GIFTS, GRANTS AND BEQUESTS

The Executive Director shall be authorized to accept, on behalf of the Board of Directors, gifts to LEARN programs up to a cumulative value from one source of one thousand dollars (\$1,000.00). The Board shall be informed annually of the nature and source of such gifts. The Board of Directors shall approve all gifts to LEARN programs of more than one thousand dollars (\$1,000.00). All gifts received become the property of LEARN. Gifts shall include money, services, programs, equipment, or other items of value.

Community organizations, including parent/teacher organizations, must have prior Board approval for fund-raising for particular schools, school activities, or programs which will eventually result in donations or gifts to LEARN. Board review and approval of such activities shall be in accordance with the following guidelines:

1. Request for fund-raising all or part of which will be given to programs, pupils, or LEARN by community organizations shall be made to the Board of Directors in writing and approved on the form provided.
2. There shall be sufficient educational or financial benefits to the program and/or students, either directly or indirectly, to justify fund-raising.
3. Anticipated gifts or donations will not supplant program budgets, nor shall outside funding produce major educational inequities among programs.
4. LEARN involvement in fund-raising will neither be an unacceptable burden to teachers or other staff members nor subject LEARN to any significant risks or responsibilities in handling funds.
5. Fund-raising shall be in good taste and appropriate for LEARN.
6. Staff and programs shall be safeguarded against any inappropriate influence or constraints from individual or corporate donors because of their contributions.
7. Solicitation of funds from businesses or other outside organizations shall be with the understanding that public recognition for contributions shall be appropriate and balanced.
8. Activities related to fundraising shall not occur during normal school hours.
9. Each fundraising activity must have a specific activity must have a specific reason, monetary goal, and duration. Accurate and detailed records must be kept. The

fundraising group must report all income and expenditures for the activity. A financial report identifying all income and expenditures, along with a copy of appropriate bank records, must be forwarded to the Executive Director within 2 -3 weeks of the completion of the fundraising activity.

Neither the Executive Director nor the Board of Directors shall accept funds from outside organizations which have not obtained prior Board of Directors' approval for fund-raising which resulted in the proposed gift.

Approved: March 14, 1996
Revised: April 20, 2023
LEARN